WMWC

91.5 CaFM

http://www.mwc.edu/~wmwc/

Policy Handbook for DJs
Fall 1996

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Introduction

This handbook has been designed to inform DJs of on and off air policies at WMWC. All DJs are required to be familiar with these policies and abide by them so as to create a better broadcasting and listening environment for the Mary Washington College community. DJs who do not follow these basic guidelines may receive warnings or eventual dismissals from DJ duties at the station.

The Purpose of WMWC Radio

WMWC Radio exists to provide the students of Mary Washington College with a resource for learning about radio broadcasting and communications. It also exists to enrich the Mary Washington College community with information and entertainment through the medium of radio.

Attendance

1. DJs are expected to be broadcasting in the studio for the times allotted during their scheduled show.
2. DJs are entitled to **2** excused absences for the semester. For each of these absences, the

Program Director must be notified at least 24 hours prior to the scheduled show.

3. DJs are expected to broadcast until the noted times before and after school holidays:

   Broadcasting ends Oct. 11 at 4pm
   Broadcasting begins Oct. 16 at 10am
   Broadcasting ends on Nov. 26 at 4pm
   Broadcasting begins on Dec. 2 at 10am
   Broadcasting ends on Dec. 7 at Midnight

4. Failure to notify the Program Director of an absence will result in dismissal from DJ duties.
5. DJs are expected to be at the studio at least **5** minutes before their scheduled show. DJs who are consistently late to their shows may be subject to warnings and then dismissals from DJ duties.

Broadcasting

1. DJs are responsible for all material broadcast over the air.
2. DJs are not permitted to broadcast anything from their personal collections.
3. The music catalog at the station is organized by station-designated catalog numbers (referring to the main collection, the jazz collection, the compilations/soundtracks collection, etc.). There is a print catalog available to browse through in the studio. The CDs in the library are not organized alphabetically, although they are in the print catalog. All CDs must be returned to the stacks in order according to their catalog number. (For example: S114a would refer to the 114th artist whose name begins with an S — the "a" refers to the first CD that we own by that artist.)
4. Any material broadcast over the air that contains profane or obscene language (see the FCC's "7 dirty words" in the station) will result in the dismissal of the DJ. DJs will not be dismissed for material that has been incorrectly marked by the Music Department. DJs will be responsible for library material that has not been screened by the Music Department. **The directors at WMWC reserve the right to declare what is considered obscene or profane.**

Air-Breaks

1. During air-breaks, individual DJs who use language (FCC's "7 Dirty Words" or other obscene/profane words, racial slurs, personal vendettas, etc.) that does not fall within the guidelines of Mary Washington College's **Statement of Community Values and**

Behavioral Expectations and the policy of **Disorderly or Obscene Conduct** will be seen by the Dean of Students.

2. If you want to put a phone call on the air, you **must**:
    1. Ask for the caller's permission to put them on the air
    2. Make the caller aware that they will be cut off the line immediately upon using any obscene or profane language. (DJs are responsible for any failure to cut callers off the line under these circumstances.)
3. DJs are expected to air at least **1** station ID at the top of every hour. Station IDs (prerecorded or live) say "You're listening to WMWC 91.5FM Fredericksburg."
4. During air-breaks, it is also expected that DJs say their names, the time and days of their show, and the names of the songs and artists that were played.

DJs are expected to broadcast in a professional manner. Included in "professional behavior" is broadcasting air-breaks that:

1. do not speak negatively about the station
2. are not needlessly long (more than a minute)
3. do not contain too much background noise or DJs talking over each other
4. Do not beg listeners for requests or give-away calls.

DJs should also refrain from singing along with songs over the air. Shows that follow the basic playlist and cart-playing guidelines are what is expected. If you have a problem with the station or station policy, don't take it out on the listener! Instead, talk to a director.

Studio Policy

1. Having or consuming food or beverages in the studio is not permitted. Food in the library is OK as long as it is disposed of properly.
2. As the station is part of Mary Washington College, violations concerning vandalism, alcohol, smoking, or other campus policies will be seen by the Dean of Students.
3. Any student who removes WMWC property (CDs, LPS, etc.) from the station will be prosecuted to the full extent of College, State, and Federal laws. Borrowing is theft!
4. Any person that is not a member of WMWC is not permitted to be in the station (studio and library) unless a guest form has been filled out and submitted to the WMWC office 24 hours prior to the show. There is to be no more than three people in the station at any time.
5. DJs are never to leave the station unattended during their show.
6. The library door must be locked at all times during shows.

What To Do When...

1. The phone signal lights

a. If a song is playing, answer the phone and direct the call accordingly. Please remember to post the messages on the bulletin board. DJs are not expected to grant song requests that do not fall within the music genre of their show.

b. If you are having an air break, make a quick conclusion and play whatever is cued up to play. After you have played something, answer the phone. **Never answer the phone during an air break!**

2. The DJs with the show after yours do not show up:

a. Call:

Program Director, Scott (Opie) Wise	898-7451
Station Manager, Brady Wassom	374-5568
Technical Director, Hank Elliott	654-5020
Asst. Station Manager, Ryan MacMichael	x4210

b. Regardless of whether or not you contacted one of the above persons, play a CD that fits under one of these categories:

- Any jazz CD
- Any instrumental CD
- Any Big Backyard or SPIN CD
- Any soundtrack that does **not** contain any obscene or profane language.

Even though you won't be there, you are responsible for what you play!

c. Upon leaving the station, the library door must be closed and locked. You are more than welcome to stay to fill in for absent DJs if possible.

3. Giving something away:

- Invent some sort of contest (1st caller, etc. — tenth caller might not work!). When the recipient is on the line, fill out a give-away form and post it on the bulletin board. Give-away items will be placed in DJ mailboxes regularly (check them frequently). Place the actual item to be given away in the give-away box. Anyone affiliated with WMWC (DJs, officers) is not eligible to win give-aways.

4. Filling out the traffic log (**make sure you sign your name at the bottom!**):

ARTIST	SONG	SOURCE	PL/R
Dave Brubeck	*Yesterdays*	*Nightshift*	—
The Beatles	*Free As a Bird*	*Single*	*PL*
Seal	*Kiss From a Rose*	*Batman sndtk.*	*R*
CART	*"Bicycle Safety"*	----------	--

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